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S-E-C-R-E-T

Adm. Officer
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This Notice Expires 1 January 1965

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TRAVEL

9 July 1964

ESTABLISHMENT OF THE CENTRAL TRAVEL BRANCH

1. Effective 1 July 1964, the Central Travel Branch was established, within the Office of Finance, to provide a central location (Room 1-D-10, Headquarters Building, extensions: black 6271, red 9377) for processing all staff employee travel claims, both PCS and TDY, chargeable to vouchered or confidential funds. Staff employee returnees from overseas who report to the Central Processing Branch, Office of Personnel, will be referred by the Central Processing Branch to the Central Travel Branch.

2. The Central Travel Branch shall:

a. With the assistance of the employee, prepare and settle all travel claims of staff employees returning from overseas, PCS or TDY.

b. Furnish advice and necessary assistance in connection with the preparation of domestic travel claims of staff employees.

c. Perform required headquarters audit and certification of all staff employee travel vouchers.

3. Travel vouchers processed by the Central Travel Branch will not require further approval by an authorized approving officer if the travel performed and the expenses claimed are specifically authorized in the related travel order or by [REDACTED]

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4. It will continue to be the responsibility of the individual traveler or his immediate office to prepare travel vouchers on all normal routine domestic TDY travel where assistance is not necessary, obtain approval of such vouchers if required (see par. 3, above), and forward the vouchers to the Central Travel Branch for its action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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